



OFFICE OF HOMELAND SECURITY

GRANT MANAGEMENT MEMORANDUM

2008-021

Date: June 12, 2008

To: All Governors' Office of Homeland Security (OHS) Subgrantees

From: Grants Management Division

RE: FY08 Application submittal documents for Homeland Security Grant Program funding

As stated in the 2008 Homeland Security Grant Program (HSGP) Guidance and Application Kit, released February 2008, the US Department of Homeland Security (DHS) has reduced the amount of time the OHS has to award FY08 funds to our subgrantees. In an effort to meet the new mandate of forty-five (45) days, OHS created new spreadsheets in the Financial Management Forms Workbook (FMFW) and updated our sample governing body resolution. The OHS is expecting an award announcement from DHS on or before July 28, 2008. Immediately following the DHS announcement, OHS will issue a Grant Management Memo detailing award amounts to subgrantees, and this year we expect to publish on or before August 1, 2008.

Given that our FY08 California Supplement to the federal HSGP Guidance and Application Kit indicates applications are due from potential subgrantees on or before August 15, 2008, and the subgrantee award publication date of August 1, 2008, and acknowledging the limited flexibility some operational areas expect in scheduling public hearings and other meetings to approve grant applications, the OHS has identified two alternative options to address the issue of having only two weeks to submit a complete application with a governing body resolution:

Option 1: Governing bodies may pre-approve resolutions in excess of anticipated award amounts that identify pre-selected projects. Since our collective planning efforts are now year-round, subgrantees should already have a list of prioritized projects for funding.

Option 2: Submit verification of submission to the governing body of the resolution required in the Guidance, and submit a final, approved resolution with 30 days from the August 15, 2008, deadline.

At a minimum, the FY08 HSGP subgrantee application must contain a governing body resolution that identifies the authorized agent, declares the amount of designated matching funds, if any, and authorizes the submittal of a spending plan (the FMFW) if awarded FY08 grant funds. Once the application is reviewed and approved by OHS staff, a formal letter will be forwarded to the applicant acknowledging the submittal and requesting governing body approval of all budget and activity items

For further information or assistance, please contact your OHS regional representative.

Sincerely,

A handwritten signature in blue ink that reads "John Isaacson".

John Isaacson
Interim Deputy Director
Grants Management